

General Information

The Remittance Advice (RA) Messages enhancement will create a mechanism for the provider & internal user communities to view RA messages via the web portal. With the push for providers to move to electronic claims submission, providers are moving from paper claims and paper RAs. Currently DMAS utilizes the paper remittance advice to notify providers of upcoming enhancements, program impacts, policy changes, etc.

Providers submitting claims via EDI or the Claims Direct Data Entry (DDE) are no longer receiving those remittance notifications.

This modification will let the providers and internal users select a week ending period from a drop down list and view all remittance advice messages that were in effect for that time period.

Only registered providers, who have signed in to the portal and been authenticated, as well as DMAS and Xerox users with internal user credentials, will have access to this functionality.

Data Elements

- RA Effective Begin Date (PDE-0320)
- RA Effective End Date (PDE-0330)
- Remittance Advice Message (PDE-0340)
- RA Week Ending Date (PDE-0350)

RA Effective Begin Date (PDE-0320)

General Information

The beginning date a remittance advice message will be in effect.

Page	Generate a Remittance Advice Message RA-S-0001
Portlet Name	RA Entry
Element Type	Date
Data Type	Alphanumeric
Field Type	Enterable
Size	10

Business Rules

Rule ID	Business Rule
RA-BR-0001	This field is enterable.
RA-BR-0002	This field is required.
RA-BR-0003	Effective date must be a Friday.
RA-BR-0004	Date can't be older than 52 weeks from the current date.
RA-BR-0005	Date must be in the format MM/DD/CCYY.

Valid Values

N/A

Outputs

N/A

Screens

Screen ID	Screen Name
RA-S-0001	Generate a Remittance Advice Message

Tables – MMIS/DB2

N/A

Tables - Portal

Table ID	Table Name
RA-T-0001	Remittance Advice Messages Table

RA Effective End Date (PDE-0330)

General Information

The ending date a remittance advice message will be in effect.

Page	Generate a Remittance Advice Message RA-S-0001
Portlet Name	RA Entry
Element Type	Date
Data Type	Alphanumeric
Field Type	Enterable
Size	10

Business Rules

Rule ID	Business Rule
RA-BR-0001	This field is enterable.
RA-BR-0002	This field is required.
RA-BR-0003	Effective date must be a Friday.
RA-BR-0004	Date can't be older than 52 weeks from the current date.
RA-BR-0005	Date must be in the format MM/DD/CCYY

Valid Values

N/A

Outputs

N/A

Screens

Screen ID	Screen Name
RA-S-0001	Generate a Remittance Advice Message

Tables – MMIS/DB2

N/A

Tables - Portal

Table ID	Table Name
RA-T-0001	Remittance Advice Messages Table

Remittance Advice Message (PDE-0340)

General Information

This field houses a remittance advice message that will be generated by selected DMAS users and used for retrieval by registered portal users and DMAS and Xerox internal users.

Each message will begin with the audience the message is intended for (i.e. physicians, clinics, etc.).

Data entry generation utilizes text editor functionality and allows the user to apply Word type formatting such as bolding, changing font, underlining, etc.

Page	Generate a Remittance Advice Message RA-S-0001 View Remittance Advice Message RA-S-0002
Portlet Name	RA Entry RA Message
Element Type	Text
Data Type	Alphanumeric
Field Type	Enterable and Display
Size	1000 maximum

Business Rules

Rule ID	Business Rule
RA-BR-0001	This field is enterable.
RA-BR-0002	This field is required.

Valid Values

N/A

Outputs

N/A

Screens

Screen ID	Screen Name
RA-S-0001	Generate a Remittance Advice Message
RA-S-0003	View Remittance Advice Message

Tables – MMIS/DB2

N/A

Tables - Portal

Table ID	Table Name
RA-T-0001	Remittance Advice Messages Table

RA Week Ending Date (PDE-0350)

General Information

The week ending date for viewing desired remittance advice messages.

Page	Select RA Effective Date RA-S-0002
Portlet Name	RA Selection
Element Type	Date
Data Type	Alphanumeric
Field Type	Selectable; Drop down
Size	10

Business Rules

Rule ID	Business Rule
RA-BR-0001	This field is selectable, but not enterable.
RA-BR-0002	This field is required.

Valid Values

N/A

Outputs

N/A

Screens

Screen ID	Screen Name
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RA-S-0002	Select Remittance Advice Message Effective Date
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Tables – MMIS/DB2

N/A

Tables - Portal

N/A

Note: This field is not stored on the Remittance Advice Messages Table but is used to compare against the Beginning Effective and Ending Effective Dates on the table to determine message selection.

Outputs

N/A

Programs

N/A (Online programs in Screens section)

Screens

- Generate a Remittance Advice Message (RA-S-0001)
- Select Remittance Advice Message Effective Date (RA-S-0002)
- View Remittance Advice Message (RA-S-0003)

Generate a Remittance Advice Message (RA-S-0001)

General Information

This screen is used for entering Remittance Advice (RA) message information. The MMIS RA information is loaded to the RA and distributed during the mailing of physical remittance advices.

With the increased use of electronic claims filing and electronic remittance, providers are missing important communication.

DMAS will utilize this functionality as a mechanism to get this information to providers.

This screen will be used by DMAS to generate a message, including the intended audience of that message (i.e. hospitals, physicians, etc.) as well as the timeframe the message is associated with.

This information will be stored in a table that will be available for retrieval by the View Remittance Advice Message screen (RA-S-0002).

This screen will only be available to a select group of DMAS users. Authorized DMAS users will see an additional link that will navigate them to this screen. Non-authorized internal users will not have access to this link.

Screen Name	Generate a Remittance Advice Message
Source/Originator	Internal User/DMAS
Usage	Data Entry

SAMPLE – RA-S-0001



VAREPortlet

Begin Date End Date

Remittance Advice messages

Submit Reset

Data Elements

Data Element Name (ID)	Instructions
RA Effective Begin Date (PDE-0320)	<p>The beginning date a remittance advice message will be in effect. All begin dates must be effective as of a Friday and can't be older than 52 weeks from the current date.</p> <p>The date is to be entered in the format MM/DD/CCYY or the calendar function can be utilized. This field has a maximum of 10 characters.</p> <p>This field is enterable.</p>
RA Effective End Date (PDE-0330)	<p>The ending date a remittance advice message will be in effect. All end dates must be effective as of a Friday and can't be older than 52 weeks from the current date.</p>

	<p>The date is to be entered in the format MM/DD/CCYY or the calendar function can be utilized. This field has a maximum of 10 characters.</p> <p>This field is enterable.</p>
Remittance Advice Message (PDE-0340)	<p>This field will be utilized to draft the remittance advice message that will be stored and used for retrieval with the View Remittance Advice Message screen (RA-S-0002).</p> <p>Each message will begin with the audience the message is intended for (i.e. physicians, clinics, etc.). The field has a maximum of 1000 characters.</p> <p>This field utilizes text editor functionality and allows the user to apply any Word type formatting such as bolding, changing font, underlining, etc.</p> <p>This field is enterable.</p>

Screen Navigation

Button/Link	Action	Link
Submit	Takes all the information entered by the user and after validation, stores the data in the Remittance Advice Messages Table (RA-T-0001) for later retrieval and provider & internal user viewing.	Internal User Home Page
Reset	Resets all the entered fields and stays on the same page.	RA-S-0001

Error Messages


Data Element Name (ID)	Error	Associated Error Message
RA Effective Begin Date (PDE-0320)	Less than 10 digits entered	Invalid entry. Please enter a valid Friday date in the format MM/DD/CCYY.
RA Effective Begin Date (PDE-0320)	No begin date entered when submit clicked	Invalid entry. Please enter a valid Friday date within the last 52 weeks in the format MM/DD/CCYY.
RA Effective Begin Date (PDE-0320)	Invalid date format (i.e. Month of 13).	Invalid entry. Please enter a valid Friday date within the last 52 weeks in the format MM/DD/CCYY.
RA Effective Begin	Begin date entered is	Invalid entry. Please enter a valid Friday date within

Date (PDE-0320)	not a Friday.	the last 52 weeks in the format MM/DD/CCYY.
RA Effective End Date (PDE-0330)	Less than 10 digits entered	Invalid entry. Please enter a valid Friday date within the last 52 weeks in the format MM/DD/CCYY.
RA Effective End Date (PDE-0330)	No end date entered when submit clicked	Invalid entry. Please enter a valid Friday date within the last 52 weeks in the format MM/DD/CCYY.
RA Effective End Date (PDE-0330)	Invalid date format (i.e. Month of 13).	Invalid entry. Please enter a valid Friday date within the last 52 weeks in the format MM/DD/CCYY.
RA Effective End Date (PDE-0330)	End date entered is not a Friday.	Invalid entry. Please enter a valid Friday date within the last 52 weeks in the format MM/DD/CCYY.
Remittance Advice Message (PDE-0340)	No RA Message entered when submit clicked	RA Message Missing. Please enter a RA Message and its associated audience.

Screen Access

Access to the Generate a Remittance Advice Message can be gained after signing in as an internal user. The user id will be compared to the valid ids for accessing this screen.

If user exists on the valid id list, the 'Generate a RA Message' link will be displayed under the Quick Links.



Home	Provider Services ▾	Provider Resources ▾	EDI Support ▾	Documentation ▾	FAQ
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Quick Links Provider Services Provider Resources EDI Support Documentation FAQ DMAS Web Site Virginia.gov Website CMS Web Site	Announcements VA DMAS Internal Users The Virginia DMAS internal user portal provides access to VA MMIS web pages - please check here for announcements.	Login <p>* Required field</p> <p>To access secure areas of portal, please login by entering your User ID and Password.</p> <p>* User ID: <input type="text"/></p> <p>* Password: <input type="password"/></p> <p>New Password <input type="password"/></p> <p>Enter Twice: <input type="password"/></p> <p>For DSS/DMAS Internal User issues with User ID or Password, please contact the Help Care Center at 1-866-637-8482.</p>
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- Quick Links
- ▶ Provider Services
 - ▶ Provider Resources
 - ▶ EDI Support
 - ▶ Documentation
 - ▶ FAQ
 - ▶ Virginia.gov Website
 - ▶ DMAS Web Site
 - ▶ Pharmacy AdHoc Reporting
 - ▶ Retro-DUR Application
 - ▶ Internal User Home Page Tutorial
 - ▶ Training Library
 - ▶ ISR Tracking
 - ▶ SLA Reporting
 - ▶ Executive Support System
 - ▶ ECM Workflow
 - ▶ View/Edit Users
 - > Generate a RA Message

Welcome to the Virginia DMAS Medicaid Web Portal

Messages And Announcements

Below is the list of current messages and announcements applicable to Internal Users. The following documents are available. read using the free Adobe Acrobat Reader from [Adobe](#).

Current List

Note: Please be advised that new and/or updated documents are added to this list periodically. If you have downloaded and periodically for any updates. To view PDF files, you will need the Adobe Acrobat Reader, which is free, and can be accessed fr top of this page.

Publication Date	Messages & Announcements	

Select Remittance Advice Message Effective Date (RA-S-0002)

General Information

This screen will let any provider who has successfully completed the portal registration process, as well as any DMAS/Xerox internal user to select remittance advice messages for a designated week ending (Friday) date.

The user will select a week ending date from a drop down list containing a rolling year (a maximum of 52 week ending dates).

This date will be used to determine the remittance advice messages that will be displayed on the View Remittance Advice Message (RA-S-0003) screen.

Screen Name	Select RA Effective Date
Source/Originator	User Selection
Usage	Data Selection; Drop Down

SAMPLE – RA-S-0002



Home Claims ▾ Member ▾ Service Authorization ▾ Payment History Provider Enrollment Provider Enrollment RA Messages Generate RA

Remittance Advice Messages

Please select the RA Week Ending Date to view the Messages

* RA Week Ending Date

Search

Reset

Data Elements

Data Element Name (ID)	Instructions
RA Week Ending Date (PDE-0350)	<p>This a week ending date, always a Friday, that will be utilized by the program to compare to the effective date span for each message and determine which ones are to be selected for display.</p> <p>This drop down will contain a rolling maximum of 52 weeks.</p> <p>This is a drop down list that will permit selection but no data entry.</p>

Screen Navigation

Button/Link	Action	Link
Submit	Takes the week ending date selected by the user and utilizes it to retrieve the applicable messages from the Remittance Advice Messages Table (RA-T-0001) for user viewing.	View Remittance Advice Messages (RA-S-0003)

Error Messages

Data Element Name (ID)	Error	Associated Error Message
RA Week Ending Date (PDE-0350)	Submit button clicked with no week ending date selected.	A week ending date selection is required to process this request.

Screen Access

Providers can access the RA Messages once they've logged in by using the 'RA Messages' tab.



Quick Links

- Provider Services
- Provider Resources
- EDI Support
- Documentation
- FAQ
- Search for Providers
- Provider Forms Search
- DMAS Web Site
- Change Password
- Request Security ID
- Add Users
- View/Edit Users

News

Welcome to the Virginia Medicaid Web Portal. This page will let users access secured provider services. If you have any issues with the functionality on this page, please see the Automated Response System (ARS) Reference Material located at the Provider Resources Quick Link (above) or contact the ACS Help Desk (toll free) at 866-352-0496.

Welcome to the Virginia DMAS Medicaid Web Portal

Thank you for registering for access to the Virginia Medicaid Web Portal. You've successfully completed the first step in the registration process.

As the Primary Account Holder for your organization, you will need to initiate and complete the process of Requesting and applying a Security ID is a one time process to be completed only by the Primary Account Holder.

Step2 - Initiate the Authentication Process - click 'Request Security ID' on the Quick Links to the left

To request a Security ID, click on 'Request Security ID' from the Quick Links on the left. Your security profile will be presented and you will be asked to create a Security ID associated with the Security ID. Check the 'Request Security ID' box. The Security ID will be generated and mailed to the provider (or group provider) associated with your User ID from the registration process. For more complete instructions, please refer to the [Quick Reference for Requesting a Security ID](#).

While awaiting receipt of the Security ID, you may begin to establish your organization. To begin creating (or modifying) a user organization, click on 'Add Users' or 'View/Edit Users' from the Quick Links on the left. For more complete instructions, please refer to the Quick Reference for [Establishing a Provider Organization](#). Once the Security ID is applied, it will be associated with all users you've previously established.

If you are a new user associated with a provider not currently enrolled in the Virginia Medicaid Program, you will need to wait for the provider to be approved by the Department of Social Services to approve your application before you can request a Security ID.

Step 3 - Complete Identity Authentication with the Security ID - click 'Apply Security ID' that will be displayed on the Quick Links to the left

Upon receipt of the Security ID from your provider or group administrator, you need to apply the Security ID. To apply the Security ID, click on 'Apply Security ID' from the Quick Links on the left. Your security profile will be presented along with the two fields associated with the Security ID in the appropriate field. For more complete instructions, please refer to the [Web Registration Quick Reference](#).

After the Security ID is applied, your user authentication will be complete. Once authenticated, the Security ID will be associated with your user organization. You or your designated Organization Administrator may now add or modify users within your organization.

To begin creating (or modifying) your user organization, click 'Add Users' or 'View/Edit Users' from the Quick Links on the left. For more complete instructions, please refer to the Quick Reference for [Establishing a Provider Organization](#).

Providers can access the RA Messages from this tab.

Internal users can access the RA Messages once they've logged in by using the 'RA Messages' tab.



Quick Links

- Provider Services
- Provider Resources
- EDI Support
- Documentation
- FAQ
- Virginia.gov Website
- DMAS Web Site
- Pharmacy AdHoc Reporting
- Retro-DUR Application
- Internal User Home Page Tutorial
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- ISR Tracking
- SLA Reporting
- Executive Support System
- ECM Workflow
- View/Edit Users
- Generate a RA Message

Welcome to the Virginia DMAS Medicaid Web Portal

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Publication Date	Messages & Announcements
Jul 24, 2012	DSS Eligibility Workers - For information regarding registration for the upcoming August 2012 DMAS MMIS training sessions click here

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Internal users can access the RA Messages from this tab.

View Remittance Advice Messages (RA-S-0003)

General Information

Once a user has submitted a request for RA messages for a specific week ending date (Select Remittance Advice Message Effective Date (RA-S-002)), the request is processed and this screen will be used to display the applicable messages.

All registered users, as well as DMAS and Xerox internal users, will be able to see all remittance advice messages.

Messages will begin with a salutation/notation of the provider groups that the RA message is applicable to (i.e. Physicians, Nurses, etc.). In addition to the salutation, the message will display a counter (i.e. Message 1 of 4) as well as each message will be delineated with a line indicator (i.e. *****), so that users can easily scroll to the next message.

All messages applicable to the week ending date selected will be displayed. The program reads the begin and end date timeframes for each message in the Remittance Advice Messages Table (RA-T-0001). If the selected date is within or equal to either of those dates it will be displayed.

If no RA message exists for the week ending date selected, a message is displayed that there are no RA messages for the timeframe selected.

If multiple messages exist for a selected week ending date, they are displayed by descending end date (primary sort) and start date (secondary sort).

For example, assuming the following 3 RA messages are stored on the table:

- Message 1 – Start 4/13/12, End 4/27/12
- Message 2 – Start 4/20/12, End 4/27/12
- Message 3 – Start 4/13/12, End 4/20/12

If the user selected the week ending date of 4/20/12, the resulting display will be in the following order:

- Message 2 – End date most current, start date more current of messages ending 4/27
- Message 1 – End date most current, start date older
- Message 3 – End date older

Screen Name	View Remittance Advice Memos
Source/Originator	Remittance Advice Messages Table (RA-T-0001)
Usage	Display only

SAMPLE – RA-S-0003

[Home](#)

Home	Claims ▾	Member ▾	Service Authorization ▾	Payment History	Provider Enrollment	Provider Enrollment	RA Messages	Generate RA M
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Remittance Advice Messages

List of Remittance Advice Messages for the selected End date

[illegible]

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[New Search](#)

Data Elements

Data Element Name (ID)	Instructions
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Remittance Advice Message (PDE-0340)	<p>The RA message, entered previously by DMAS, will be displayed if the effective dates meet the week ending date selected.</p> <p>This message will include the salutation/provider community the message is applicable to.</p> <p>This field is display only.</p>
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Screen Navigation

Button/Link	Action	Link
Request Additional RAs	Takes the user back to the Select Remittance Advice Message Effective Date to select another Week Ending date.	RA-S-0002

Error Messages

Data Element Name (ID)	Error	Associated Error Message
Remittance Advice Message (PDE-0340)	No RA Messages found for the Week Ending Date selected.	No Remittance Advice Messages exist for the Week Ending Date selected.

Screen Access

Users gain access to selected RA Messages after making an appropriate week ending selection.



Remittance Advice Messages

Please select the RA Week Ending Date to view the Messages

* RA Week Ending Date

Search

Reset

Tables – MMIS/DB2

N/A

No direct DB2 calls; All RA message entry and requests are found on the portal Remittance Advice Messages Table.

Tables – Portal

- Remittance Advice Messages Table (RA-T-0001)

Remittance Advice Messages Table (RA-T-0001)

General Information

This table will contain all the fields associated with a Remittance Advice message that will be used for searching against and for the displaying of results.

Table Name	Remittance Advice Message Table (RA-T-0001)
Source/Originator	Generate a Remittance Advice Message (RA-S-0001)
Usage	Entry and Inquiry

Data Elements

Data Element Name (ID)	Instructions
RA Effective Begin Date (PDE-0320)	<p>The beginning date a remittance advice message is in effect. All begin dates must be effective as of a Friday and can't be older than 52 weeks from the current date.</p> <p>The date is entered in the format MM/DD/CCYY. This field has a maximum of 10 characters.</p> <p>This field is enterable from Generate a Remittance Advice Message (RA-S-0001).</p>
RA Effective End Date (PDE-0330)	<p>The ending date a remittance advice message is in effect. All end dates must be effective as of a Friday and can't be older than 52 weeks from the current date.</p> <p>The date is entered in the format MM/DD/CCYY. This field has a maximum of 10 characters.</p> <p>This field is enterable from Generate a Remittance Advice Message (RA-S-0001).</p>
Remittance Advice Message	<p>This field contains the remittance advice message entered from Generate a Remittance Advice Message (RA-S-0001) and used for retrieval with the View Remittance Advice Message screen (RA-S-0003). Each message begins with the audience the message</p>

(PDE-0340)	<p>is intended for (i.e. physicians, clinics, etc.). The field has a maximum of 1000 characters.</p> <p>This field is enterable from Generate a Remittance Advice Message (RA-S-0001) and displayed from View a Remittance Advice Message (RA-S-0003).</p>
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